



STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS  
WISCONSIN EMERGENCY MANAGEMENT

2400 WRIGHT STREET  
P.O. BOX 7865  
MADISON, WI 53707-7865  
24-Hour Emergency Hotline:  
1-800-943-0003  
<http://emergencymanagement.wi.gov/>

**DATE:** December 1, 2009  
**TO:** County Emergency Management Directors  
**FROM:** Jerry Haberl, State Training Supervisor  
**SUBJECT:** Course Recruitment: RESOURCE MANAGEMENT – (G276)

The Division of Emergency Management will sponsor the Federal Emergency Management Agency course entitled **Resource Management – (G276)** on **FEBRUARY 4-5, 2010** at the **REACT Center at Volk Field**. The course will begin at **8:00 a.m.** on Thursday, February 4<sup>th</sup>, and conclude at approximately **4:30 p.m.** on Friday, February 5, 2010. Dress is casual.

The course is designed to train emergency management professionals to coordinate the use of resources during a critical incident. Recruitment should include emergency managers, elected officials, department heads, and volunteer group representatives.

For people traveling more than **50-miles**, one way, and do not desire to commute, Wisconsin Emergency Management will provide lodging and **make reservations** at Volk Field. Wisconsin Emergency Management will provide the breakfast and lunch meals for all participants; however, expenses for travel, the evening meal, and any other incidental costs associated with your stay are a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **JANUARY 4, 2010.**

Thank you for helping us bring emergency management training to your community. If you have any questions, or need further information, please call your Regional Director, or Sheryll Smith at (608) 242-3306.

Encl: Registration Form

cc: WEM Management Staff  
Regional Offices  
Peter Jensen

REGISTRATION INFORMATION  
**RESOURCE MANAGEMENT – (G276)**  
FEBRUARY 4-5, 2010  
REACT CENTER, VOLK FIELD, WI

*Please complete the information below and send it to your County Director before January 3, 2010. County Directors must submit this registration to their Regional office no later than January 4, 2010. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible. (Reproduce this sheet locally for additional people.)*

**(print clearly)**

NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
"NAME"  
(MUST BE PROVIDED TO REGISTER)

TITLE \_\_\_\_\_

LAST 4-DIGITS OF SOCIAL SECURITY # \_\_\_\_\_  
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
MUST BE PROVIDED

*State Privacy Provision*  
*Authorization: Wisc Stats 166.03 and E.O. 9397.*  
*Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected*

**LODGING INFORMATION**

\_\_\_\_\_ I live more than 50 miles away and don't need a room.

\_\_\_\_\_ I live over 50 miles away; please reserve a room for the following nights:

(Please circle the appropriate nights)

WEDNESDAY, FEBRUARY 3, 2010

THURSDAY, FEBRUARY 4, 2010

SIGNATURE OF COUNTY EM DIRECTOR/DATE \_\_\_\_\_

SIGNATURE OF REGIONAL DIRECTOR/DATE \_\_\_\_\_